

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
TRANSITION AGE YOUTH – SYSTEM OF CARE
WEST CENTRAL FAMILY MENTAL HEALTH**



SR. TYPIST CLERK

West Central Mental Health Center is seeking a highly motivated and experienced individual to fill our Senior Typist Clerk vacancy. West Central Family Mental Health Center is located at 3751 Stocker Street, Los Angeles, CA 90008, and is in walking distance from the Baldwin Hills Crenshaw Plaza, with numerous restaurants and businesses.

ESSENTIAL JOB FUNCTIONS:

- ◆ Supervises clerical support unit engaged in receptionist duties, the Integrated Behavioral Health System (IBHIS) - data entry, and ensures that all clerical support procedures, standards, and policies are met;
- ◆ Performs as an IBHIS Super User, provides training and instructions to employees to resolve issues and to ensure essential processes and client data is entered into the IBHIS/IS for the clinical teams;
- ◆ Reviews the data entry work product for accuracy and makes recommendations for changes to the flow of work for efficacy;
- ◆ Monitors and reconciles IBHIS and IS reports, i.e., Medi-Cal Unbilled Report, Pre-Posting, Attestation, etc. and ensures essential data entry processes are timely;
- ◆ Performs specialized tasks requiring the use of computers to input data, perform computations, or produce documents to respond to departmental inquiries with highly specialized data to create spreadsheets, productivity reports and various other performance data;
- ◆ Provides various highly specialized clerical duties with only general directions, as assigned.

DESIRABLE QUALIFICATIONS:

- ◆ Strong verbal and written communication skills;
- ◆ Strong time management and organization skills;
- ◆ Strong interpersonal skills and able to communicate effectively with departmental staff, community agencies and the public;
- ◆ Ability to multi-task, prioritize multiple assignments and meet deadlines;
- ◆ Experience with Outlook and creating Excel documents and other spreadsheets;
- ◆ Ability to work independently and attend to details and to follow through on instructions;
- ◆ Ability to be flexible with new and evolving program needs and work duties.

Interested individuals please respond by: **Wednesday, May 20, 2015** to:

Damaris Benn
Telephone #: **323-298-3673**
FAX #: **310-898-1607**

Only the most qualified candidates will be invited to the interview

***THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
AN EQUAL OPPORTUNITY EMPLOYER***